

CITY OF MUSKEGON  
**HISTORIC DISTRICT COMMISSION**  
**MINUTES**

**January 5, 2016**

Chairperson J. Hilt called the meeting to order at 4:02 p.m. and roll was taken.

MEMBERS PRESENT: J. Hilt, S. Kroes, L. Wood, K. Panozzo

MEMBERS ABSENT: A. Riegler, S. Radtke

STAFF PRESENT: M. Franzak, K. Cummins

OTHERS PRESENT: B. Bowden, Paradise Home Improvement, 3508 Roger B. Chaffey  
Boulevard, Wyoming, MI 49508

**APPROVAL OF MINUTES**

A motion to approve the regular meeting minutes of October 22, 2015 was made by L. Wood, supported by J. Hilt and unanimously approved.

**NEW BUSINESS**

Case 2016-1 – 394 Houston Avenue. Applicant: Jeffery Potts. District: Houston. Current Function: Residential. The applicant is seeking approval to replace 13 wooden windows with vinyl windows.

Board members reviewed the pictures provided by B. Bowden. A motion that the HDC approve the request to replace the wood windows with vinyl windows as described, as long as all trimming and architectural features remain and as long as it meets all zoning requirements and the necessary permits are obtained, was made by L. Wood, supported by J. Hilt and unanimously approved.

Case 2016-2 – 621 W. Western Avenue. Applicant: Muskegon Eagles. District: Clay-Western. Current Function: Recreational. The applicant is seeking approval to replace the metal entry door.

M. Franzak stated that he thought the applicant was seeking to replace one main entry door on Western Avenue, but did not have enough information to exactly know how many doors were involved, or which replacement door was being proposed. There being no representative on behalf of the applicant, a motion to table the request until clarification could be obtained was made by J. Hilt, supported by S. Kroes and unanimously approved.

**ELECTIONS**

Elections were postponed until February 2, 2016.

## OTHER BUSINESS

J. Hilt addressed the issue of chronic absenteeism brought to the board's attention by attendance records held by the City Clerk's office. Discussion ensued regarding the importance of individual accountability, as well as communicating scheduling conflicts. Maintaining a commitment to serve is critical if the HDC intends to exercise its full due diligence in deliberating application requests.

There being no further business, the meeting was adjourned at 4:11 p.m.